

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Building Official

Revision Date: 06/2014
EEO Category: Professional
Status: Non-exempt
Control No: 30650

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Chief Building Official, assist with the supervision and direction of Building and Housing inspection staff. Perform commercial and residential plan reviews. Perform complex technical duties in the enforcement of zoning codes through the review and approval of construction plans and blueprints interpretation to ensure public safety and health.

III. Essential Duties:

- Review and approve all building plans for construction within the City to ensure compliance with plumbing, mechanical, electrical and general building codes.
- Review building plans with inspectors to familiarize inspectors with specific projects.
- Review and approve specifications and structural calculations for building plans.
- Review contractor licenses.
- Conduct or attend pre-construction meetings regarding major commercial and city projects.
- Assist Chief Building Official in educational screenings for contractors.
- Answer questions of other city departments regarding the Building and Zoning Codes.
- Review contractor and home owner problems and provide solutions.
- Review and approve changes to plans.
- Inspect buildings under construction for compliance with appropriate codes.
- Interpret building codes as applicable within established guidelines.
- Act in place of Chief Building Official at meetings and supervise building and housing inspection staff, including work assignments, etc., when Chief Building Official is not available.
- Assist Building and Safety Director as Division training officer conducting scheduled monthly training of building and zoning inspection staff.
- Receive Building and Zoning complaints and direct staff to ensure that Building and Zoning complaints are investigated and solved.
- Review and approve building for compliance with the model energy code.
- Supervise and direct the issuance of building and zoning citations.
- Review current zoning codes and make recommendations for revisions to the codes to facilitate better enforcement of the codes.
- Assist with division budget proposal.

IV. Marginal Duties:

- Assign commercial Building Inspector responsibilities to Inspectors.
- Conduct smoke tests.
- Write reports and memos and keep records.
- Provide training for Building and Zoning Inspectors.
- Attend City Council, Planning Commission and Board of Adjustments meetings as needed.
- Attend City Quadrant meetings with zoning inspection staff as needed.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires a high school diploma or equivalent and two years of college in construction trades, drafting, construction management, or related field.

Experience: Requires five years related work experience, including two years supervisory experience. May substitute an equivalent combination of education and experience, except for supervisory experience.

Certifications/Licenses: Requires a valid Utah Driver's License and ICC Certification as a Building Inspector and Plans Examiner.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: International Building codes and zoning codes including the areas of plumbing, mechanical, electrical (ANSI 117.1) and general construction; principles of construction; training practices; basic planning and zoning principles; correct English usage, spelling, and grammar.

Responsibility for: Great responsibility for the care, condition, and use of materials; for making decisions affecting the activities of other people and liability of the City; putting hostile and upset people at ease; and supervision of Building and Safety division staff.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires regular use of a city and/or personal vehicle and regular use of office equipment, including a personal computer, copier, calculator and telephone.

Analytical Ability: Ability to supervise personnel; organize, delegate and establish meaningful goals; prioritize tasks; read and accurately interpret plans; and establish and maintain effective working relationships with employees, building contractors and the general public.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting with regular field work. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and interpersonal contacts and impacts of decisions and code interpretations and attention to detail in reading plans; frequent overtime; exposure to construction site hazards and all types of weather conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____